

**Lawrence Berkeley National Laboratory
Contract Assurance Council
Monthly Meeting Minutes**

**Wednesday, March 21, 2007
University of California—Office of the President
Franklin Building, Room 10325**

CAC members or representatives present:

Bob Foley	Anne Broome	Bill Eklund for Jeff Blair
Bob Van Ness, by phone	Judy Ackerhalt for Judy	Gary Falle for Bruce
Buck Koonce	Boyette	Darling, by phone
John Oakley	Patrick Reed	John Layton, by phone
Larry Coleman	Al Diaz	

CAC members absent:

John Birely

UCOP Staff:

Sharon Eklund	Sandy Vinson
Ron Nelson, by phone	Susan Thomas

Guest participants:

David McGraw, LBNL	Howard Hatayama, LBNL
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Welcome/Action Items

Bob Foley welcomed members and guests to the Contract Assurance Council (CAC) monthly meeting.

FY07 First Quarter PEMP Performance and Risk Registry Review

David McGraw explained that Jim Krupnick's organization is responsible for maintaining the Risk Registry, which focuses on areas of potential LBNL exposure. (See vugraphs for further details.) LBNL organizes the Registry in the same order as the Performance Evaluation and Measurement Plan (PEMP) goals. McGraw first discussed the Goal 4.0 comments received from the Berkeley Site Office (BSO) concerning their perception that Lab managers need to pay more attention to managing safety and health. McGraw explained that the health and safety targets are difficult, and there are no Office of Science (SC) labs currently meeting the targets. DOE based the target on performance by the top 10% of best-in-class organizations in the same Standard Industrial Classification Code as the SC laboratories. On whether an injury is recordable, the OSHA Blue Book defines and dictates the criteria. The Laboratory has succeeded in the effort to urge people to come forward to report accidents and injuries, but this success results in more recordables and poorer

performance scores. SC permits the site office managers to use their judgment in allocating performance score points to these measures. About 85% of the LBNL injuries are ergonomic, and as might be expected, the organizations with the most injuries/accidents are facilities, information technology and chief financial office. The Lab is in the process of installing ergonomic software, beginning in the highest risk locations. Programs are sharing the costs of preventive measures with EH&S. Director Chu issued a “level one” memorandum to all managers reminding them that it is appropriate to discuss work load in relation to ergonomic injury potential, and the managers are holding dialogues about workload, planning for “peaks,” etc.

A related risk is the inconsistent implementation of ISM across all organizations. The largest risk resides with the category of employees who direct work but are not Laboratory line managers. DOE will validate the corrective action plan (CAP) tasks, with LBNL submitting the final CAP to BSO by the end of March. The McCallum-Turner review team is to return in nine months. The reported cases are spread across high and medium risk employees, but the Lab is trying to analyze whether the cases are resulting from higher risk activities. In the LBNL work planning and control system, the Lab has defined a large group of routine activities as a self-authorized class of work. McCallum-Turner and Aundra Richards want this class of work to be more formalized.

A risk identified in Goal 6, Business Systems, under the sub-category of Property Management, is locating sufficient missing equipment, most of which the Lab probably declared as excess but failed to record that action in the property management system. If LBNL performs at the overall B+ level or above, DOE will extend the contract for two more years. Ray Orbach is pushing for more consistency in scoring across the SC laboratories.

Helios/EBI and CRT Update

McGraw reported that UC Berkeley, UCOP, and LBNL are working together well on the Computer Research and Theory Building. Larry Hershman, UC VP for Budget; Judith Hopkinson of the Regents; and Anne Broome, Vice President for Financial Management, have provided the Laboratory with tremendous help. The three organizations have spent at least two years working on accepting the DOE risk of debt and looking at LBNL as a new model.

Wrap Up

Sharon Eklund reviewed the remaining open action items:

- Item 22—Jeffrey Fernandez and Anne Broome need to discuss this topic before the frequency of briefings on cost savings is determined.
- Item 28—John Chernowski will report on his review of changes to the signature authority-related systems at a future meeting.
- Item 29—Jeffrey Fernandez will report on this item at a future meeting.

The Council unanimously approved the minutes of the February meeting.

Action Items:

#	Responsible Party	Action	Date Added	Status
28	Chernowski LBNL	Review all changes in the signature authority-related systems	01/10/06	OPEN
29	Fernandez LBNL	Determine whether using Contract 31 funding to perform work in UCB lab space (rather than in more costly LBNL space) constitutes a cost accounting standard violation under the contract and what LBNL can do to discourage this behavior	01/10/06	OPEN
<i>On-going Actions</i>				
5	Eklund UCOP	Schedule a ten-minute Executive Session at the close of each CAC quarterly meeting.	04/12/06	Quarterly Action
6	Eklund UCOP	Schedule quarterly CAC meetings to be held at LBNL.	04/12/06	Quarterly Action
7	Hirahara UCOP	Implement a call for agenda topics prior to each meeting.	04/12/06	Monthly Action
22	Fernandez LBNL Broome UCOP	<ul style="list-style-type: none">• Report quarterly on supply chain initiative planned cost savings versus actual.• Report on discussion regarding LBNL and UCOP purchasing alignment and economies of scale	06/14/06	Quarterly Action

		<i>Completed or Cancelled Actions</i>		
1	Chernowski LBNL	Modify Risk Registry report to include a column in which BSO concurrence with the current status of the item can be indicated.	04/12/06	Cancelled
2	Chernowski LBNL	Plan C31 Risk Registry updates for the quarterly meetings and as-needed at the monthly meetings.	04/12/06	Done—next report at 07/12 meeting
3	Fernandez LBNL	Brief the Council on how LBNL is tracking cost savings and the current status.	04/12/06	Done—held on 6/14
4	Chernowski LBNL	Schedule a dry run of the presentation to senior LBNL and BSO management of second quarter performance. (UC-internal only).	04/12/06	Done—held on 05/02
8	Merola LBNL	Provide the Council with the number of LBNL PIs working with controlled substances.	05/10/06	Done—presented on 6/14
9	Merola LBNL	Provide the Council with the quantity of controlled substances ordered by LBNL annually.	05/10/06	Done—presented on 6/14
10	Merola LBNL	Provide the Council with the number of discrete locations where controlled substances are handled at LBNL.	05/10/06	Done—presented on 6/14
11	Hatayama LBNL	Personally review LBNL controlled substance and drug precursor processes and personnel to assure appropriate controls are in place—report back to CAC.	05/10/06	Done—presented on 6/14
12	Hatayama LBNL	Personally review LBNL select agent processes and personnel to assure appropriate controls are in place—report back to CAC.	05/10/06	Done—presented on 11/08
13	Eklund UCOP	Add <i>Select Agents</i> as a topic to a future CAC agenda.	05/10/06	Done—presented on 11/08
14	Eklund UCOP	Add <i>Accounts payable</i> as a topic to a future CAC agenda.	05/10/06	Done—presented on 7/12
15	Krupnick LBNL	Provide CAC with further detail on the thorium inventory and reportability.	05/10/06	Done—presented on 7/12
16	Merola LBNL	Provide LBNL Advisory Board report to CAC when complete.	05/10/06	Done—presented on 8/9

17	Hirahara LBNL	Invite Aundra Richards to 07/12 Quarterly CAC Meeting.	05/10/06	Done—discussed on 6/14
18	Koonce LBNL	Identify the UCOP senior management “owner” of the LBNL bonding issue.	05/10/06	Done—presented on 6/14
19	Merola/ Burnside LBNL	<ul style="list-style-type: none"> Define operational requirements and associated agreements in regard to LBNL research on UCB campus. This includes ES&H and other operational requirements. Share results of the upcoming meeting of the Burnside Committee. 	06/14/06 (modified 10/11/06)	Done—presented on 12/13
20	Merola LBNL	Explain how LBNL manages Principal Investigators.	06/14/06	Done—presented on 9/13
21	McGraw/ Hatayama LBNL	Report on controlled substances process improvements.	06/14/06	Done—held on 01/10
23	Koonce/ Eklund UCOP	Provide Susan Thomas, UC-GC, a copy of the policy and procedures regarding who in Purchasing should have access to the vendor master.	07/12/06	Done—sent on 07/19
24	Krupnick LBNL Nelson UCOP	<ul style="list-style-type: none"> Provide further detail on LBNL Advisory Board report (independent operating ventures and need for review of oversight mechanisms references). Provide written response regarding operating ventures. Discuss UCOP plan for oversight 	08/09/06 (modified 10/13/16)	<p>J. Krupnick verified that the Board was referring to the LLC when using the term “independent operating ventures.”</p> <p>Done—held on 01/10</p>
25	McGraw LBNL	Provide Council members with the LBNL pie chart that indicates how many PIs are from various campuses and other universities.	09/13/06	Done—presented on 12/13
26	McGraw LBNL	Provide progress report on consolidation of authorities project and milestones for project completion.	09/13/06	Done—held on 01/10

27	McGraw LBNL	Supply the Council members with a copy of the address Director Chu sent to LBNL PIs on the subject of their responsibilities.	09/13/06	Done—sent with September meeting minutes
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